

New Employee Checklist

The manager or administrator should complete this checklist in consultation with the employee.
manager or administrator Should review the completed Checklist With the employee to Signing.



- ☐ Introduction to other staff members
- ☐ Confirmation that offer letter was received (and signed/returned to Financial Services if M&P)
- ☐ Enrolling for payroll, benefits and pension through the Human Resources Online Benefits Enrollment System using the enrollment code indicated in the letter of offer.
- ☐ Job description reviewed
- ☐ Tour of building conducted (e.g. lunch room, bathrooms, etc)
- ☐ Building access cards, keys and codes issued
- ☐ Computer network access activated (e.g. electronic mail, system ID's, LAN access, etc)
- ☐ I.D. cards issued
- ☐ Signing authority and company credit cards arranged for (e.g. financial accounts, store accounts and purchasing).
- ☐ University property issued
 - ☐ University equipment for home use (e.g. computer, cell phone, etc.)
 - ☐ Office equipment (e.g. binders, reference materials, files, etc.)
 - ☐ Work tools, equipment and protective gear